

21 November 1975

MEMORANDUM FOR: Acting Chief, Security Support Division  
SUBJECT : Milestone 3, MBO OS D-01-76

METHOD OF ACCOMPLISHMENT

Identification:

1. For the purpose of satisfying this MBO, the Interrogation Branch has identified inactive polygraph files for eventual destruction. Inactive polygraph files are the files retained by the Interrogation Branch of polygraph subjects who no longer are affiliated with CIA.

2. In order to identify inactive files from active files, Interrogation Branch Index Cards dating from the first polygraph file (circa 1948) and progressing forward will be pulled and placed in the SANCA system for separation into the two categories; i.e., CIA affiliated and CIA non-affiliated personnel.

Problems:

1. The identification of polygraph files pertaining to staff, staff-like and contract employees is a minor problem and can be resolved using the cross check system mentioned above via SANCA and CENBAD.

2. Polygraph file pertaining to operational polygraph subjects present a more complicated problem. In order to identify files for destruction in this category the Interrogation Branch must work through the DDO. Securing DDO's cooperation in this effort may cause some problems. Additional requirements will certainly impact on the DDO current workload and if it does not receive sufficient priority, the work may fall behind, seriously affecting the accomplishment of the mission objective.

Priority:

1. The first priority (Priority I) in attaining this objective should be the reduction of files involving overt (staff, staff-like) polygraph files of CIA non-affiliated polygraph subjects. This should be done in five-year increments; i.e., 1948 - 1953, 1954 - 1959, 1960 - 1965, 1966 - 1971, 1972 - 1977, for the purpose of maintaining control and also as a measure of progress.

2. Of lesser priority, (Priority II) will be the destruction of inactive covert (DDO Operations) polygraph files where we must rely on the cooperation of the DDO to make appropriate file traces.

Estimate of Resources:

1. Both priorities may be accomplished simultaneously, but at a different pace. However we would concentrate on Priority I materials first in order to accomplish a 10% reduction.

2. Once Interrogation Branch is instructed to reduce file holdings by the target 10% it is estimated that the polygraph dossiers could be identified, separated, collected, reviewed and made ready for destruction within 60 days using the following staff:

1 Professional	-	8 hours weekly
2 Clerical	-	8 hours each, working on the sixth day on overtime



Acting Chief,  
Interrogation Branch

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(1) All polygraph files held within the Branch through CY 1965 will be purged of all materials except the polygraph report and technical analysis sheet. These <sup>LATTER</sup> materials <sup>and</sup> will be retained temporarily <sup>and</sup> stored in an available storage area outside the Branch. It is estimated that <sup>THOSE MATERIALS WHICH MAY BE</sup> ~~these holdings~~ <sup>purged from this category of polygraph files</sup> represent approximately 40% of the Branch's file inventory.

(2) With the support of SRD resources, the Polygraph Branch index will be searched against SRD indices to identify the names of persons who have resigned, retired, are deceased, disapproved for employment or have no further contact with the Agency. These files, estimated at  spanning 1965 through 1974, will also be purged except for the report and technical analysis sheet which will be boxed and stored as above. S

(3) The remaining files, so-called active files covering 1965 to the present, will be retained in toto in Polygraph Branch Office space. An annual program will be implemented to cut off these files at ten years, film the report and data sheet and destroy the remaining material.

(4) ~~As for~~ <sup>MATERIALS WHICH ARE TO BE RETAINED AND</sup> those files ~~which are to be stored~~ temporarily in available space elsewhere in Headquarters Building. ~~it is planned that they~~ will be microfiched in the near future and returned to Polygraph Branch. A program involving the support of Printing and Photography Division is being developed to facilitate this microfiching project.

(5) It is noted that a pending renovation of

*Employing office 3, 30 June 1979*  
of resources. <sup>1</sup> A target date of ~~30 September 1978~~ has been  
established to complete the purge. The Polygraph Branch  
should be able to significantly reduce its file holdings <sup>By</sup>  
~~30 September 1977~~  
through the selective purging of polygraph file materials. ~~By~~  
~~A completion date of 30 September 1977, has been established for~~  
~~RECCE-Tripura.~~  
All other offices should be able to manage their individual  
reduction program with a minimum of effort and within 30  
days of the lifting of the destruction moratorium and  
amendment of appropriate records schedules,

Robert W. Gambino

MEMORANDUM FOR: Deputy Director for Administration  
FROM : Robert W. Gambino  
Director of Security  
SUBJECT : Reduction of Office of Security  
Hard Copy Records  
(MBO Objective OS-D 01-76)

1. This memorandum is for information only.  
2. The Office of Security ~~in response~~ <sup>PURSUANT</sup> to OS-D 01-76 has developed a plan to reduce by at least 10% the total volume of Office hard copy records. This plan is set forth in detail below.

3. MBO Objective OS-D 01-76 states as follows:  
"By 31 December 1975, complete a study and propose a plan to reduce by at least 10% the total volume of Office hard copy records as measured in the FY 1975 records management inventory. Such reduction would be carried out by identifying types of material that must be permanently collected and by identifying for destruction duplicate and other unnecessary file material so that its legal destruction could be accomplished as soon as authorization is granted following the conclusion of current investigations of Agency activities."

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(a) Must be kept by law, directive or regulation-----	0
(b) Must be destroyed-----	0
(c) Should be kept-----	390
(d) Should be destroyed-----	<sup>2</sup> <del>28</del> 8 *
TOTAL	<u>618</u>

(2) The total volume in each category of files held by all other offices is as follows:

(a) Must be kept by law, directive-- or regulation-----	463
(b) Must be destroyed-----	0
(c) Should be kept-----	1586
(d) Should be destroyed-----	<u>151</u>
TOTAL	2200

(3) With the exception of SRD's lack of volume measurements for each category of records, which *it has been* *determined* is not feasible, Milestone 2 was completed as scheduled on 31 October 1975.

c. Milestone 3: Identify problems, priorities and options for carrying out destruction and estimate resources required. File reductions within all

NOTE: \* This figure is an estimate based upon our anticipation that the purge of polygraph subject files will result in a 40% reduction in the volume of current holdings. This



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the resource problem suggests <sup>FOUR</sup> several options.

(3) Option No. 1 involves the development and training of a special purge team consisting of a sufficient number of personnel to ensure expeditious progress. As an example, such a team would consist of a maximum of thirteen personnel at the following grade levels: one GS-13; six GS-11; two GS-06; and four GS-05. An intensive training course would have to be developed and administered to the team members before actual purging would begin. The estimated cost of these resources is \$215,000 per annum.

(4) Option No. 2 would employ the special team concept but on a smaller scale. Such a team consisting of five personnel; one GS-12, two GS-06; and two GS-05, could prove effective, however, more time would be required to effect the purge and over a longer term the costs <sup>probably</sup> would approximate that of the larger team above. This team would also have to undergo a period of training. The estimated cost of this team is \$68,000 per annum.

(5) Option No. 3 would entail the actual temporary termination of an ongoing Office of Security program and redirecting resources therein to

the purge effort.

(6) The Microfiche and Retirement Branch of SRD, consisting of eleven personnel, appears to be a potential candidate. Its personnel are sufficient in number to ensure an expeditious purge; its personnel are also familiar with security dossiers and have already engaged in some file purge activity in connection with the preparation of files for microfiching. Implementation of this option would incur no increase in resources, only a redirection of existing resources.

(7) (Following the purge of SRD files, the Microfiche and Retirement Branch would resume in full the Office of Security microfiche program.)

(8) Option No. 4 ~~and a final option~~ would consist of reviewing each document or file that is retrieved as a result of routine usage and purging materials that do not meet retention criteria. Over a period of many years, SRD files would be purged of appropriate material using this method. It is, however, the least effective of the stated options from the standpoint of timeliness and thoroughness. <sup>(9) 17</sup> Of the

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Secret Clearances on Special Access Approvals) when the file contains no derogatory information.

✓ (i) Employee Applicants - Never Hired:

Destroy fifteen years following date of last action any file established on an applicant for employment when there is an indication that the individual was never hired by the Agency and when the file contains no derogatory information.

(j) Employees of Firms Which Constructed

"New" Headquarters Building: Destroy immediately any file on an employee of contracting firms involved in the construction of the "new" Headquarters Building.

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(1) Files Holding Public Media Information:

Destroy immediately any file <sup>found</sup> which was established to hold magazine articles, newspaper clippings, or other such materials from public media or summaries thereof when there is no documented request for Office of Security processing of the individual.

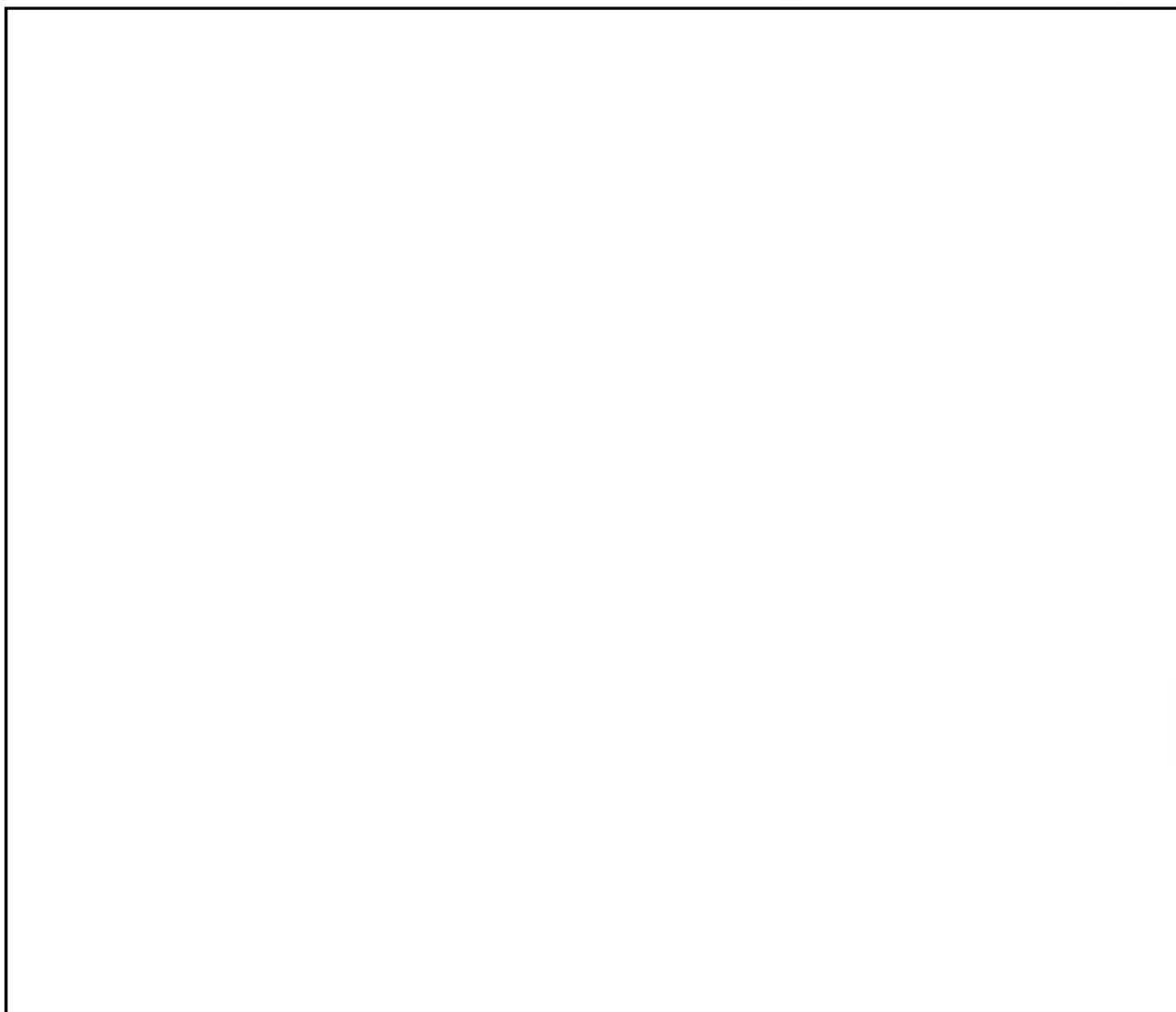
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(4) SRD Retired Files. Approximately 250,000 security case files are currently retired at the Records Center. We speculate that a significant volume of these files can be purged based upon our revised retention criteria with respect to "personal" files. Such a purge effort will require that these files be systematically recalled from the Records Center, reviewed in light of revised <sup>Retention</sup> criteria ~~for retention of "personal" files~~ and destroyed as appropriate. ~~Those files which cannot be destroyed at that time will either be returned to the Records Center for destruction~~

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a minimum of effort and disruption of Office routine, as each has either segregated or is in the process of segregating those files which ~~either~~ should ~~or must~~ be destroyed.

b. Upon termination of the destruction moratorium and amendment of appropriate Records Control Schedules, if appropriate, we will instruct these offices to proceed with the destruction of appropriate files. We will allow 30 days to complete this destruction. ~~Each of these officers will report to the Chief, Policy and Plans Group, the volume of records destroyed in order that reduction figures can be properly~~ <sup>Tracked</sup> ~~compiled.~~

c. Those offices/those files identified for encountering difficulties in storing destruction will be advised of their option to retain them in office space or transfer them to the Records Center for destruction following the moratorium. Any office electing to send files to the Records Center will be provided appropriate instruction to effect the transfer.

#### 9. Preventive Medicine

a. A most difficult problem to be faced is that of employee inertia and the tendency to retain files and file material of questionable value. To help mitigate this problem we will publish a vigorous Office of Security Directive <sup>designed</sup> to motivate personnel to discard the packrat syndrome both with respect to their own component files and SRD files which they may use in the course of their duties.

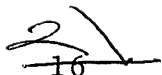
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and within 30 days of the lifting of the destruction  
moratorium and amendment of appropriate records schedules.

Robert W. Gambino

  
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